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*The National Women's Health Information Center*

A project of the U.S. Department of Health and Human Services, Office on Women's Health



## National Women's Health Information Center Guest Editor Program Submission Form

Publication \_\_\_\_\_

Name of Guest Editor \_\_\_\_\_

Title of Guest Editor \_\_\_\_\_

Phone# \_\_\_\_\_ Fax# \_\_\_\_\_

E-mail \_\_\_\_\_

Title of Story #1 \_\_\_\_\_

Writer (can be different than Guest Editor) \_\_\_\_\_

Brief Description of Story \_\_\_\_\_

\_\_\_\_\_

Title of Story #2 \_\_\_\_\_

Writer (can be different than Guest Editor) \_\_\_\_\_

Brief Description of Story \_\_\_\_\_

\_\_\_\_\_

**Other Remarks:**

\_\_\_\_\_

For information, contact Suzanne Albusu, at 703-560-6618 x206 or email with questions to [Suzanne.Albusu@psgs.com](mailto:Suzanne.Albusu@psgs.com). Fax this form and proposed topic(s) to her at 703-560-6598.

NWHIC editors will not alter submitted stories but reserve the right to reject submissions not deemed appropriate for the government-sponsored web site.

Thank you for your participation in our Guest Editor programs. Visitors to our website and subscribers to our monthly newsletter will enjoy reading the article.

## National Women's Health Information Center Guest Editor Program Submission Requirements

Thank you for participating in NWHIC's guest editor program. If your article is selected for inclusion in the guest editor program, you will be asked to supply it and any related documentation following these guidelines. *Please do not send these materials until requested by NWHIC staff.*

E-mail is our preferred format for receiving articles and other G.E. items. You may email the files to [Suzanne.Albisu@psgs.com](mailto:Suzanne.Albisu@psgs.com).

If mailing your files, please send them on a ZIP disk. If it is possible to format it as a PC disk, it would be appreciated (we can use a MAC-formatted disk if necessary). Our mailing address is:

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|---|--|
| <b>For FedEx, UPS, etc.:</b><br>PSGS<br>7535 Little River Turnpike suite 150-A<br>Annandale, VA 22003 | <b>For USPS and US Mail only:</b><br>Attn: NWHIC<br>8550 Arlington Boulevard, Suite 300<br>Fairfax, VA 22031 |
|---|--|

Please include the following items in your E-Mail or package:

1. A document (*DOC* or *RTF* formatted) containing the text of the article and any text sidebars, insets, etc.
2. The guest editor's comments for the introduction paragraph (preferably saved as a *DOC* or *RTF* document).
3. If you're giving us permission to use photography, graphs, tables that are associated with your article, please include copies of all images used, saved in *TIFF* or *EPS* format. Please save the images at a size of at least 150 dpi (300 dpi is preferred).
4. A head shot (preferably in color) or other photo of the guest editor. Please save this photo as a *TIFF* image, at a size of at least 150 dpi (300 dpi is preferred). If you prefer, you may send the photo itself -- NWHIC staff will take care of digitizing the photo. Please indicate if you wish the photo to be returned.
5. The name of the guest editor and her/his title, as you want it to appear with the article.

NWHIC staff will prepare your document for the 4woman.gov website, and contact you with a "hidden" URL, where you can preview the article as it will appear on the site and request changes or corrections.